

PART 2048 - POSITION CLASSIFICATION

SUBPART C - CLASSIFICATION OF POSITIONS

§2048.101 General.

Before a position is classified see:

- (a) If the position follows good position management principles (see Subpart L of Part 2006).
- (b) For mixed-grade positions, see if the General Introduction to Office of Personnel Management (OPM) Position Classification Standards has been followed. (Renumbered 5-18-84, PN 675.)
- (c) If the position is among present authorized permanent positions, temporary or emergency loan position authorizations, and within personnel ceiling limits. (See Subpart A of Part 2009 of this Chapter.) (Renumbered 5-18-84, PN 675.)

§2048.102 Types of positions.

- (a) Nonstandard positions. A nonstandard position description has duties and responsibilities for a particular position. The duties and responsibilities must be classified on Form AD-332, "Position Description," by an official with delegated classification authority before an appointment to the position can be made.
- (b) Standard positions. A standard or master description covers a number of positions having similar duties and responsibilities. Each standard description is given a standard job (SJ) identification number. Standard positions are classified on Form AD-332 in the National Office for National, State, and County positions. The Finance Office classifies standard positions in its jurisdiction. Action to establish (not classify) a particular position, using a standard position description, is taken under delegated employment authority on original documents to the National Finance Center (NFC).

§2048.103 Types of classification actions.

- (a) New position. A new position with a new position number must be classified if:
  - (1) A group of duties and responsibilities is not assigned to a position at present.

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- (2) Addition or deletion of duties can change the classification evaluation.
- (3) Changes in daily work activities need a supervisor-employee discussion of new duties.
- (b) "In lieu of" position. This is a new position, needing a classification, which takes the place of all or part of an existing classified position.
- (c) Redescription. Use the classification action to change the description of a classified position, with no change in position number. Use this action when:
  - (1) Changes are made to make present duties statements more clear, complete, and accurate.
  - (2) No change in duties or responsibilities will change the classification evaluation.
  - (3) There is no change in qualification requirements for the position.
- (d) Amendment. Minor position description changes can be made by amendment.
  - (1) Words, phrases, sentences, and paragraphs not changing grade can be added or deleted. This is done by amendment on the position description, or by a supplement.
  - (2) Official approval of all amendments must be shown by marginal initials of a classification delegate and the date of change.
- (e) Vice action. This is an action placing an employee in a vacant classification position. Before filing a vacant position, make sure the duties description is accurate.
- (f) Position conversions without change in duties. When a nonstandard position is changed to a standard one or vice versa, the assigned position number stays the same.
  - (1) If changing a standard job to nonstandard, do the processing requirements for a nonstandard job.
  - (2) If changing a nonstandard job to standard, make a record of the change of a nonstandard job and the establishment of a standard job. Use the supplement to the AD-332 master copy for the standard position being used.

(g) Change in official title or series code. New or revised classification standards or specifications issued by the CSC can make changes in official title or series code necessary. These changes do not need the approval initials of a classification delegate.

§2048.104 Other classification items.

(a) Temporary replacement positions. Always follow legal and technical requirements in temporary replacement positions.

(1) Two County Supervisor positions of different grade levels cannot be made in the same office. There can be only one grade for a County Supervisor position in a County Office jurisdictional area at a time.

(A) An Assistant County Supervisor can, under formal "detail," "act" as County Supervisor while a County Supervisor position is vacant or the present County Supervisor is on extended leave or furlough.

(B) If the present County Supervisor is on extended leave, an appointment as County Supervisor can be processed only as a promotion to an "other than permanent position." If the County Supervisor retires after extended leave, the "other than permanent position" is ended and the person is assigned to the permanent position again.

(2) Two County Office Assistant positions of different grade levels cannot be established in the same office. Instructions in paragraph (a)(1)(A) and (11) of this section also apply to this position.

(b) Details. See Federal Personnel Manual, Chapter 300, Subchapter 8, for the definition of a detail of an employee. These subchapters also give the purpose, proper use, and recording of details.

(c) Change of office headquarters. A new position is needed only if a change in duties or jurisdictional area of assignment makes a standards of performance discussion necessary.

(1) A mass change involves moving an entire office unit, such as a State or County Office, to another location. All positions, occupied and vacant, are changed in headquarters without new positions at the new headquarters.

(2) When the move is only for travel reasons, and no change in duties or jurisdictional area of assignment is made, the same position number is used (for example, moving the headquarters of the District Director to another location within his District).

(d) County Office Clerk positions. The title of County Office Clerk is applied to GS-4, GS-3, and GS-2 standard positions.

(1) The County Office Clerk GS-4 description includes all clerical work necessary to be a full assistant to the County Office Assistant GS5 (or, temporarily, GS-3 and 4). If a County Office Clerk is employed as full assistant to the County Office Assistant either full- or part-time, the proper grade is GS-4.

(2) A County Office Clerk GS-2 does the routine processing, under supervision, and gets instructions from the County Office Assistant. If help on routine work is needed, either full- or part-time, and daily assignments are limited, the proper grade is GS-2. The tasks of a GS-2 position must be limited to the official duties description.

(3) A GS-3 County Office Clerk gets less supervision. If official assignments do not become more difficult, and if supervisory guidance is still necessary, a County Office Clerk will be kept at the GS-3 grade.

(e) Office Management Assistant (OMA) positions. Standard positions have been classified at the GS-5, GS-6, and GS-7 levels.

(1) The GS-5 OMA standard position (SJ-126) is an "entrance level" position, and persons in these positions are "in training".

(2) The grade GS-6 OMA (SJ-127) has had training and experience in the specialty area of assignment. The GS-6 OMA is in an "advanced learning" phase, still getting help on new problems and discussing travel schedules, training materials, etc. with supervisors. At least one year's GS-6 service is needed before promotion to GS-7. If official assignments do not become more difficult, and close supervisory guidance is still necessary, an OMA will stay at the GS-6 grade.

(3) The GS-7 OMA (SJ-128) works with no supervision, takes part in State staff planning and evaluation meetings, plans training materials, discusses office routines with County Supervisors, etc.

(4) The GS-8 OMA nonstandard position involves taking part with State Specialists in County Office loan program reviews, helping to see if Farmers Home Administration (FmHA) objectives are met, and taking part in State and County Office management improvement.

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